

*United States Court of Appeals
for the Second Circuit*



VACANCY ANNOUNCEMENT

July 7, 2006
Reference #FY06-19

Position Title: Pro-Se Law Clerk (Temporary one year and 1 day position)
Position to begin October 1, 2006

Location: U.S. Bankruptcy Court, EDNY, Cadman Plaza East, Brooklyn, NY

Salary Range: Salary \$56,799 (JSP 11)
depending on experience, salary, and qualifications

Closing Date: Open Until Filled

Position Overview: This is a full time professional position, and the central position in an experimental pilot program, to help the Bankruptcy Court in overseeing pro se filers and in assisting both debtor and creditor pro se filers to better access the Court. The incumbent will work closely with pro se filers, and with the judges, Clerk of the Court and the Clerk's Office Staff, to ensure that pro se filers properly address the legal and administrative requirements of the Bankruptcy Court. In addition, the incumbent will assist the Court in developing educational and pro bono programs to assist pro se filers.

The incumbent will report to the Chief Judge through an organizational scheme established by the Chief Judge. The primary judiciary contacts are judges, chambers staff and supporting personnel in the Clerk's Office.

Requirements: Must be a graduate of an accredited law school and possess a JD degree. Must maintain confidentiality and possess excellent organizational, writing and communication skills. Must possess an ability to understand and interpret the requirements of Title 11 of the U.S. Code and the Federal Rules of Bankruptcy Procedures. Familiarity with the local rules of Practice for both the District Court and the Bankruptcy Court is also required.

Application Procedure: Please submit a cover letter and résumé detailing your education and work experience. Please indicate on the cover letter, the reference number, the position title and your qualifications relating to the duties and responsibilities of the position. Submit cover letter and 2 résumés to:

United States Court of Appeals, Second Circuit
40 Foley Square, Room 1604
New York, NY 10007
Attn.: Human Resources, Reference #FY06-19

THE APPLICANT SELECTED FOR THE POSITION IS SUBJECT TO A BACKGROUND CHECK.
THE UNITED STATES BANKRUPTCY COURT IS EQUAL OPPORTUNITY EMPLOYER.

